



Requirements Document

PRC-RD-SH-10743

Safety Communications

Revision 0, Change 0

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**Project: CH2M HILL Plateau Remediation Company
Topic: Occupational Safety and Health**

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<h2>Administrative Use</h2>

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CHANGE SUMMARY**AJHA:** N/A**Periodic Review Due Date:** 3/25/2014**HRB Date:** N/A**Validation Date:** N/A**Rev. 0, Chg. 0** **PR#:** PRC-09-0009**USQ Screen Number:**

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Description of Change

Changed from Fluor Hanford to CHPRC. Added "This document implements portions of DOE 0 226.1, Implementation of Department of Energy Oversight Policy". Section 2.3, item 1, deleted DOE poster and Section 2.3, item 2, deleted Master Safety Rules.

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1.0 PURPOSE AND SCOPE

This document establishes the basic requirements for maintaining safety awareness, and communicating safety-related information to employees. Use of the term "safety" in this document is intended to include environment, safety, health, and security topical areas.

The requirements herein address the expectations for conducting and documenting employee safety meetings, posting safety notices, and providing safety training. This Level 1 Requirements Document is applicable to CH2M Hill Plateau Remediation Company (CHPRC) Team employees involved in CHPRC scope of work.

This document implements portions of DOE O 226.1, (Supp Rev 0), Implementation of Department of Energy Oversight Policy.

NOTE: *Safety meeting lesson plans/topics and other useful safety information are located on the Occupational Safety and Industrial Hygiene Intranet Web Site.*

2.0 ROLES AND RESPONSIBILITIES

This section identifies process related responsibilities. This section should only identify responsibilities that are not already identified in the process. This section may be omitted if it is not needed.

2.1 Manager/Supervisor Requirements

NOTE: *For the tables in this section under the requirement "type" column, "V" means verbatim, and "I" means interpreted.*

#	REQUIREMENT	TYPE V or I	SOURCE
1.	Brief safety messages must be conveyed at staff meetings.	I	10 CFR 851.25 (A)(10)
2.	Safety information shall be communicated to employees.	I	10 CFR 851.20 (a)(8)
3.	Safety meetings shall be conducted at least weekly with employees engaged in active Construction and D&D (Deactivation & Decommissioning) work activity.	I	10 CFR 851.25 (b)(3)
4.	Safety meetings shall be conducted at least monthly with Project personnel (e.g., Operations, Maintenance, and Radiation Protection).	I	10 CFR 851.25 (b)(3)

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5.	<p>Safety meetings shall be conducted at least quarterly with Administrative personnel.</p> <p>NOTE: <i>A meeting or sponsored activity with established safety agenda and conducted in accordance with Sections 2.1.6 and 2.1.7 may be used to meet the requirements of Sections 2.1.3 through 2.1.5.</i></p>	I	10 CFR 851.25 (b)(3)
6.	<p>Safety information presented at safety meetings shall be relevant to employee hazards.</p> <p>NOTE: <i>Examples include new tools or equipment, personal protective equipment, injury/illness statistics/trends, environmental protection, seasonal concerns, off-the-job activities, lessons learned, national campaigns, occurrence reports, near miss events, employee safety issues.</i></p>	I	10 CFR 851.25 (b)(3)
7.	<p>Safety meeting documentation shall include the following:</p> <ul style="list-style-type: none"> • Meeting time, date, and location, • Identity of those who attended, • Description of topics presented/discussed. 	I	10 CFR 851.25 (a)
8.	<p>Appropriate action must be taken on the safety issue (s) reported, to include tracking thru resolution.</p> <p>NOTE: <i>A Safety/Security Meeting Report (Site Form BC-6001-558) is available as an option for documenting items 2.1.7 and 2.1.8.</i></p>	I	10 CFR 851.22 (a)(2)

2.2 Requirements for Employees

1.	Employees are to use safety meetings to contribute ideas, suggestions, safety concerns, lessons learned, and near miss information to improve safety conditions and enhance safety awareness.	I	10 CFR 851.20 (a)(4)
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2.3 Postings

1.	The "It's the Law Poster" shall be posted (Refer to PRC-RD-SH-7085.).		10 CFR 851.20 (a)(6)
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2.	The Worker's Bill of Rights shall be posted (Refer to PRC-RD-SH-7085.).	I	10 CFR 851.20 (a)(6)
3.	The Hanford Site "STOP WORK" Responsibility poster shall be posted (Refer to PRC-PRO-SH-3468, <i>Stop Work Responsibility</i> .).	I	10 CFR 851.20 (a)(7)
4.	The Summary of Work-Related Injuries and Illnesses (OSHA No. 300A Log Annual Summary) shall be posted from February 1 through April 30 of each year. NOTE: <i>Postings are most effective when displayed at official bulletin boards locations.</i>	I	10 CFR 851.25 (a) 29 CFR 1904.32

2.4 Training

1.	Safety training is required to be provided to employees to provide them the ability to understand, recognize, and correct/control the hazards of their job. NOTE 1: <i>Basic safety training should provide the employee with a working knowledge of safe work practices, as well as a level of understanding sufficient to ensure their personal safety for the scope of work they perform.</i> NOTE 2: <i>Examples of safety training include Hanford General Employee Training (HGET), Project/Facility specific training, and training required by procedures.</i>	I	10 CFR 851.25 (a) 29 CFR 1926.21
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3.0 FORMS

Safety/Security Meeting Report, BC-6001-558

4.0 SOURCES

4.1 Source Requirements

10 CFR 851 *Worker Safety and Health Program; Final Rule*
 29 CFR 1904.32, *Annual Summary, Recording and Reporting Occupational Injuries and Illnesses*
 29 CFR 1926.21, *Safety Training and Education*
 DOE O 226.1, *Department of Energy Oversight Policy*

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4.2 Working References

PRC-PRO-SH-3468, *Stop Work Responsibility*
PRC-RD-SH-7085, *Safety Responsibilities*